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*Equipment & Supplies - 4*

*Rec Mgt 3-3-1*

Chief, Supply Division, Office of Logistics

16 October 1957

Chief, Records Management Staff

Utilization of Surplus Filing Supplies

- REFS : (a) Chief, RMS/MYTS Memorandum to Chief, SD/OL, dtd 16 Sep 1957  
(b) Chief, SD/OL Memorandum to Chief, RMS/MYTS, dtd 27 Sep 1957

1. Reference (b) requested advice on the disposal or utilization of eight items of surplus filing supplies. The following are our recommendations on the eight items listed in Attachment A of reference (b).

Item #1. Decollate sets and reassemble file guides into individual stocks according to first, second and third positions. Remove the guide rod projection on each guide. Establish the modified guides as new stock items for use in legal size five drawer cabinets not equipped with guide rods. This action will meet present requirements for legal size guides without guide rod projections, as described in reference (a). Upon exhaustion of stocks of these modified guides, replenish stocks through special purchase, or the Federal Supply Service if such guides are then available as standard stock items. The items procured for replenishment should have angular tabs.

The action recommended above will provide guides only for legal size cabinets without guide rods. It is therefore recommended that, by special procurement, similar letter size guides in all three positions with angular tabs be procured and established as standard stock items. If special procurement is not considered desirable, it is suggested that a portion of the stock of Item #2 in Attachment B of reference (b), be modified by removing the guide rod projection on each guide.

Item #2. Dispose of entire stock.

Item #3. Dispose of entire stock.

Item #4. Add this item to the inventory of Item #3, Attachment B of reference (b), stock no. 7530-663-0031.

Item #5. Dispose of entire stock.

Item #6. Dispose of entire stock.

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Item #7. Add this item to the inventory of Item #9, Attachment B of reference (b), for first and second position folders.

Item #8. Add this item to the inventory of Item #9, Attachment B of reference (b), for first and second position folders.

2. In addition to the items listed in Attachment A of reference (b), Item #6 in Attachment B can be considered surplus. We understand that only 1,400 of these folders are issued yearly, and that 11,449 are now in stock. We do not recommend the use of this folder, which was obtained without cost from an abolished emergency agency. It is therefore recommended that this item be discontinued and that the entire stock be disposed of.

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*PH 10/16*  
Mgt/S/RMS/ [REDACTED] :fjm (16 Oct 57)

*[Signature] 10/17/57*